Welcome, Future Pointer!

The Van Buren School District is now using PowerSchool Online enrollment for kindergarten registration. This method is designed to save time and reduce paperwork. In this brief tutorial, we will walk through the enrollment process.

We will begin the process by creating a parent account. This is used to access the PowerSchool Family Portal. We will then navigate through the screens to enroll one or more students.

First, on the Van Buren School District website, www.vbsd.us, locate the '**Kindergarten Enrollment – English or Spanish**' link.

The first time you access this page, you will be required to create an account. You do so by clicking the '**Create Account**' button. This account is meant to be created by an adult family member. **Please note that It is important to create only one account per household.**

Complete each field in the '**Profile'** section. The email address entered will be used for signing into the Parent Portal and receiving important communication from the school. In the Security section you must select a Password of at least six (6) characters and select security questions with their answers.

Next, check the box for COPPA affirming that you are age 13 or older.

Once you have completed these steps, select the '**Create Account**' button. A confirmation email will be sent to the email address you entered on this page.

The '**New Student Registration**' form will then display.

Complete the form, beginning with first and last name and date of birth. **Be sure to use correct capitalization for the name and an 8-digit format with slashes (mm/dd/yyyy) for the date of birth.** For example: May 11, 2020 would need to be entered as 05/11/2020.

Once the name and date of birth have been entered, click the '**Add Student**' button.

Next, the '**Introduction Screen'** will display with the steps to follow for new student registration. The left side of the screen will display the forms required for enrollment.

Click 'Next' on this page to begin entering information. Notice that required fields are marked as 'Required' and will not allow you to proceed in the enrollment process until the fields have been completed. **Again, please be mindful of spelling, capitalization, and punctuation.**

Continue entering your information in each field. Make sure to scroll to the bottom of each page to ensure all required fields have been completed. On the bottom of each page select '**Next**.' Each of the form pages are listed in the left menu. These may be clicked to access a specific form or page at any time.

Please note, that if at any point you cannot complete a form prior to submitting records, you have the option to save what you have entered. Simply click your initial in the upper right corner and select '**Save & Sign Out**.' The student is left In progress and can be accessed and completed at a later time.

On the '**Document Upload Page**,' you have the ability to upload digital or scanned document files including the following:

a. Birth Certificate

b. Student's Shot Record

c. Student's SSN (Social Security Number) Card

d. KF Physical

e. Medical Documents

f. Proof of Residency

g. Parent's Photo ID

h. Court Order

i. 504 Plan

On the '**Review & Submit**' page, take a moment to review the information you have entered. If needed, click on the information you wish to edit. Once you are satisfied with the information, click the '**Submit**' button. The system will look for possible errors.

- If information needs correcting, a red message will display the missing/invalid information. Scroll down to locate any red required item(s) and click on the '**Edit**' option. You will be directed to the correct page to update your information. Update all invalid or missing data. After completing any edits, click '**Review & Submit**' again from the left menu. Continue this process until there are no errors.
- When all information is correct, click '**Submit.**' Once the registration form has been electronically submitted, you will receive a confirmation email.

A **confirmation page** will then appear. From here you can:

- Print a copy of your **New Student Registration** data for your records.
- Add another new student by clicking the Registration link in item #2.

After selecting to register another student, the '**New Student Registration**' form will display. Any student previously submitted will appear in the 'Choose Student' section. The bottom of the page contains the '**Add Student**' area.

After completing the First Name, Last Name and Date of Birth fields, select **'Add Student'** button. An option is then given to **'Import Data'** from the last student entered or to **'Start from Scratch.'** To add another student, select **'Import Data.'** This will fill in the same address and contact information.